



Technology Orders in eVA Supplemental Training Information for VITA Supported Agencies

Requisitions for technology procurements will be processed as normal eVA requisitions with only a few special requirements.

eVA Requisition Process

Requisitions are entered with:

- a Requisition Title that indicates that this is a technology order
- a PO Category that begins with “V”
 - VE1 - Technology, Emergency
 - VE2 - Technology, Emergency, Exception
 - VP1 - Technology, Proprietary
 - VP2 - Technology, Proprietary, Exception
 - VR1 - Technology, Routine
 - VR2 - Technology, Routine, Exception
 - VS1 - Technology, Sole Source
 - VS2 - Technology, Sole Source, Exception

Additional Approvals: the “V” category may insert up to three new approvers

- Optional. Agencies may elect to do configure technology items either in eVA or outside of eVA. If in eVA, a VITA Technology Configuration role with the naming convention of AXXX-VITA-Tech role will be inserted as the 1st approver. This approver will
 - verify that this is indeed a technology procurement and if not, change the PO category
 - verify that the correct configuration is specified for the item(s) being purchased and edit the requisition as necessary including attaching documents
 - approve the requisition and note any changes made in the Comments box
- an Agency Information Technology Resource (AITR) role with the naming convention of AXXX-AITR role will be inserted as the next to last approver after the normal Agency approval flow already established in eVA. This approver will
 - verify that this is indeed a technology procurement and if not, change the PO category
 - verify that the PCard checkbox is unchecked



- verify that the appropriate VITA Bill To address has been selected
 - insert the VITA Supply Chain Management Role as the next approver if any of the items on the requisition are non-contract items which need to be competed or are with a sole-source vendor
 - approve to indicate that VITA may procure the requested item(s) on the agency's behalf
- if the requisition value is over \$100,000 or if manually (ad hoc) inserted in the workflow, a VITA Supply Chain Management (SCM) Inbox Role approver will
 - review the request to verify that all Requisition fields are properly filled out for an IT procurement
 - if over \$100,000 verify that an Approved APR exists for this procurement
 - will determine whether it should be procured through a competitive procurement or can be processed directly as an order

eVA Receiving:

Agencies already using the eVA Receiving module for technology procurements will have no changes. Receiving will continue to be recorded/entered as with current practices.

Agencies not currently using eVA for Receiving will be setup so that the persons associated with the Information Technology Configuration role will perform the eVA Receiving function. Agencies will ensure that all receiving documentation is made available to these individuals in a timely manner for entry in eVA.



Screen Prints

Requisition Header:

- Title - using Agency standard convention, indicates Technology Order
- PO Category - select the appropriate "V" category

Add Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://buys-www-10.buysense.com/Ariba/Buyer/aw?i303j015000=awsn&aws=15WPGdhp3HHIHPGM&awr=2>

Welcome caryuat, Brenda last visit 5/16/2004 4:22 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

1 Add Title

Next > Summary Exit

Requisition PR14598
Untitled Requisition

Requisition
Items: 0 Total: \$0.000000USD

Enter a title for your requisition. You can change one or more of the other requisition fields, if desired. If you create the requisition on behalf of someone else, the accounting, shipping, and delivery information applies to that person. When you finish adding a title, click **Next** to add items.

Title - Requisition

Title: VITA - New Desktop computers for Purchasing Group

On Behalf Of: caryuat, Brenda

Hold Until: 10

Entity Code: 005

Fiscal Year: 2004

PO Category: VR1

Header Cross Reference:

Do not send any items to eProcurement: ☐

Send All items to eProcurement: ☐

Next > Summary Exit

Done

start Citrix Program Neighb... 2 Citrix ICA Client E... alt.sex.glory-holes - ... 7:28 PM



PO Category choices with new VITA technology values

Ariba Chooser - Microsoft Internet Explorer

Address: <https://buys-www-10.buysense.com/Ariba/Buyer/aw?null=awsn&aws=15WPGdhp3HtHPGM&awr=3>

Welcome caryuat, Brenda last visit 5/16/2004 4:22 PM

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Requisition

- 1 Title ✓
- 2 Add Items
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

Choose Value for PO Category

Click **Select** to add that value to your request, or type a value in the search field and click **Search** to retrieve a list of values containing that text. You can also click a page number to display the values that appear on that page, and then make your selection (s).

Field:

Name	Description	Action
E01	Emergency	<input type="button" value="Select"/>
E02	Emergency - Exempt	<input type="button" value="Select"/>
P01	Proprietary	<input type="button" value="Select"/>
P02	Proprietary - Exempt	<input type="button" value="Select"/>
R01	Routine	<input type="button" value="Select"/>
R02	Routine - Exempt	<input type="button" value="Select"/>
S01	Sole Source	<input type="button" value="Select"/>
S02	Sole Source - Exempt	<input type="button" value="Select"/>
VE1	Technology, Emergency	<input type="button" value="Select"/>
VE2	Technology, Emergency, Exception	<input type="button" value="Select"/>
VP1	Technology, Proprietary	<input type="button" value="Select"/>
VP2	Technology, Proprietary, Exception	<input type="button" value="Select"/>
VR1	Technology, Routine	<input type="button" value="Select"/>
VR2	Technology, Routine, Exception	<input type="button" value="Select"/>
VS1	Technology, Sole Source	<input type="button" value="Select"/>
VS2	Technology, Sole Source, Exception	<input type="button" value="Select"/>

(2) Citrix ICA Client Engine SSL Secured (128 Bit)



Additional Accounting Fields:

All requisitions will now show VITA specific accounting fields along with any fields the agency may have for internal purposes. While these fields are visible on all requisitions, they will only be used when the requisition is for VITA owned technology items. Values will default for each field and the person entering the requisition can ignore these fields.

Requisition PR14593
Replacement Server for Monroe Data Center

Accounting details for each line item are displayed below. Click **Edit** to change the accounting details of the line item. Click **Split Accounting** to specify accounting splits for the line item. If you split a line item, click **Split Accounting** to make further edits.

Accounting - by Line Item

Items in this request: 1

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				PowerEdge 1750: Intel REG Xeon TM processor, 2.8GHz, ...	1	each	\$5,661.25000USD	\$5,661.25000USD

Fund: 0100

Program/Sub-Program: (no value)

Sub Object/Account: (no value)

Cost Center: 100

Project: (no value)

VITA Department: 321

VITA Account/SubObject: 1312

VITA Fund: 0612

VITA Program: 82201

VITA Billing Element: 23

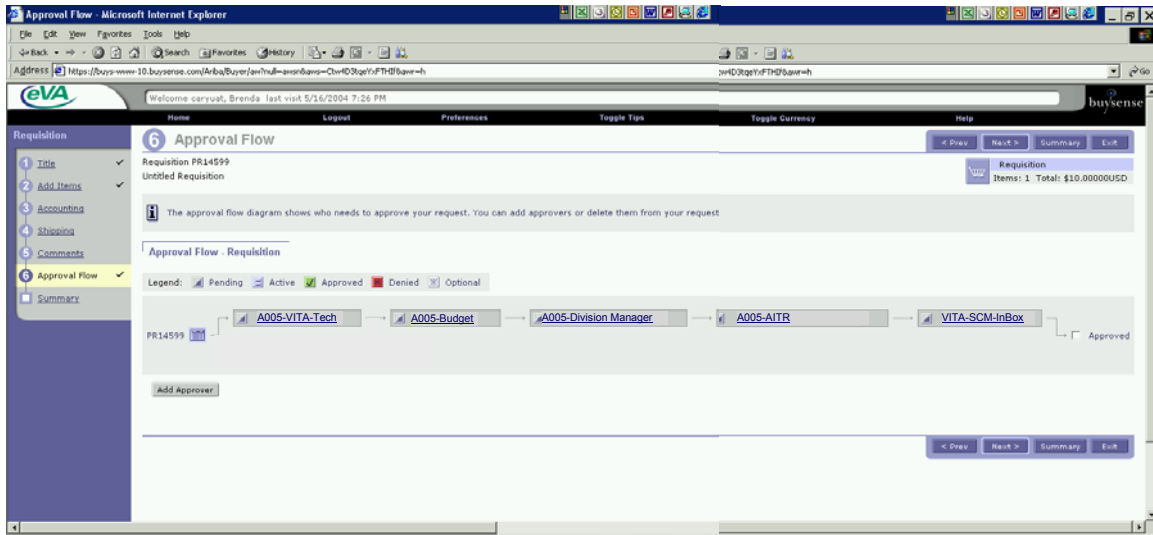
VITA Project: 1111

Agency Use:

The new approvers, discussed below, will have the responsibility to ensure that the proper values are in these fields.



New Approvals:



Explanation of this example:

A005-VITA-Tech: this approver would review the request to make sure that it is configured as per Agency and VITA standards/tech requirements.

A005-Budget & A005-Division Manager: these represent that Agency's internal approvals that they may have chosen to have in eVA for any requisition, technology or otherwise.

A005-AITR: this approver verifies that the requested item(s) fit within the Agency IT plan and authorizes VITA to procure them on the agency's behalf.

VITA-SCM-InBox: this VITA purchasing group role would review the request to verify that all Requisition fields are properly filled out for an IT procurement and will determine whether it should be procured through a competitive procurement or can be processed directly as an order. Based on requisition value, may need to confirm that an approved APR exists.



Receiving:

There is no change to the eVA Receiving functionality. Agencies already using the eVA Receiving module for technology procurements will have no changes. Receiving will continue to be recorded/entered as with current practices.

Agencies not currently using eVA for Receiving will be setup so that the persons associated with the Information Technology Configuration role will perform the eVA Receiving function. Agencies will ensure that all receiving documentation is made available to these individuals in a timely manner for entry in eVA.

The screenshot displays the eVA web application interface for the 'Receiving' module. The left sidebar shows the 'Receiving Steps' with '3 Receive' selected. The main content area is titled '3 Receive Items' and includes a 'Receipt RC5806' for 'EP2286 - Operations Center New Server'. A message prompts the user to enter the number of items to accept or reject, with an 'Accept All' button. Below this is a table for 'Line Items - Receiving Needed' with one item: 'PowerEdge 1750; PowerEdge 1750, Intel Xeon 2.8GHz w/512K Cache, 533MHz Front Side Bus . Windows Server 2003 Standard Edition with 5 Client Licenses'. The table has columns for 'No.', 'Qty', 'Description', 'Unit', 'Prev. Accepted', 'Accepted', 'Rejected', and 'Date Received'. The 'Accepted' column has a text input field with '0'. Below the table is the 'Receipt Details' section with fields for 'Order ID' (EP2286), 'Order Title' (Operations Center New Server), 'Supplier' (Dell), 'Contact' (Dell - UAT Testing Do NOT modify), 'Header Cross Reference', 'Close Order' (radio buttons for Yes/No), 'Date' (Today, 10:18 AM), and 'Processing Status' (Receiving). At the bottom is a 'Comments - Entire Receipt' section with a text area and 'Add Attachment' and 'Delete' buttons.

No.	Qty	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	PowerEdge 1750; PowerEdge 1750, Intel Xeon 2.8GHz w/512K Cache, 533MHz Front Side Bus . Windows Server 2003 Standard Edition with 5 Client Licenses	each	0	0	0	Today

In all cases, the person doing receiving will enter asset information as specified in VITA procedures/guidelines in the Comments text block field and attach any associated documents.